

Training Subcommittee Meeting Notes November 16, 2007

Members present: Bob Jaros, Tom Morgan, Michelle Lee, Chris Kennehan, Tara Larwick, Harry McCabe, Joi Simpson

The committees focus in the short-term will be on training that must be delivered to the contracting community and other interested parties prior to March 1, 2007. Long term plans will entail certification and a series of appropriate courses that cover all aspects of contracting.

Committee debriefed on the Bob's presentation at CCIT and refined the overview (PowerPoint) portion of the training that will be rolled out to the contracting community.

The audience for the training:

- Controllers
- Contract Administrators
- Contract management
- Possible project managers

Training outline

- Overview
- Delegation
- Risk Assessment – interactive exercise – case studies using risk assessment checklist
- Tools – fiscal, policies, database (policies related to the process), may also include statement of work checklist and completeness check list

The training will be scheduled for about 4 hours, 8-noon. Training team will be Bob, Tom, and Harry. It was also suggested that departments have representation as well to present on their internal processes. Also was suggested that the AG have representation.

Michelle Lee will develop some scenarios for the committee to react to at next meeting. 4-5 scenarios will be used in the course.

Harry McCabe will try to get Fort Logan auditorium for January 10th. This will be the kick off.

Joi will work to get additional training sites reserved for Pueblo, Denver, and Grand Junction. Training team members need to get their availability to Joi ASAP.

Next meeting: November 30th at 633 17th 15th floor conference room 15A.